



VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY UNDERGROUND STORAGE TANK (UST) CLASS A, CLASS B, AND CLASS C OPERATOR TRAINING PROGRAM APPROVAL PROCEDURES

All Class A and B Underground Storage Tank (UST) Operator Training programs must obtain approval from VA DEQ. Prior approval of a UST Operator Training program is not required to implement training, but is recommended. Class C training may be provided by a certified Class A and/or B Operator. DEQ will issue approval to the training provider contact via electronic mail. Training program approval will remain valid unless a revocation is issued by DEQ upon discovery that the training program does not meet regulatory requirements. Training providers are not required to submit spelling and/or format changes to an Operator Training program to DEQ for approval. However, if information is modified, added, or removed from the training program, the training program should be re-submitted to the DEQ UST Operator Training Coordinator for review and possibly re-approval.

UST Operator Training programs for Class A, B, and C Operators should, at a minimum, contain the basic elements required by the Virginia UST regulation. Class C Operator Training programs will not require VA DEQ approval.

A. CLASS A OPERATOR TRAINING PROGRAM MINIMUM REQUIREMENTS

- a. Spill and overfill prevention;
- b. Release detection and related reporting requirements;
- c. Corrosion protection;
- d. Emergency response;
- e. Product and equipment compatibility;
- f. Financial responsibility;
- g. Notification and storage tank registration requirements;
- h. Temporary and permanent closure requirements; and
- i. Class B and Class C Operator training requirements.

B. CLASS B OPERATOR TRAINING PROGRAM MINIMUM REQUIREMENTS

- a. Spill and overfill prevention;
- b. Release detection and related reporting requirements;
- c. Corrosion protection and related testing;
- d. Emergency response;
- e. Product and equipment compatibility;
- f. Reporting and recordkeeping requirements; and
- g. Class C Operator Training requirements.

C. CLASS C OPERATOR TRAINING PROGRAM MINIMUM REQUIREMENTS

- a. Information sufficient to enable the Class C Operator to take action in response to emergencies caused by spills or releases and alarms from UST system(s).
- b. Written instructions or procedures for the Class C Operator to follow and to provide notification necessary in the event of emergency conditions.

D. TESTING AND CERTIFICATE REQUIREMENTS

The trainer must evaluate the operator on material presented in the training course by using an examination or demonstration to the trainer via hands-on application of operation and maintenance checks of underground storage tank equipment, including performance of release detection at the UST facility. The operator must score 80% or better on the evaluation/test to receive a training certificate for Class A, B, or A/B. An examination is not required for a Class C certification.

The trainer must provide the UST operator a training certificate upon successful completion of the training course. Class A and Class B UST Operator Training Certificates should include the following information:

1. Legal First and Last Name of operator,
2. Class of operation (Class A and/or Class B),
3. Date of successful training completion based upon date that the examination was passed, and
4. Training provider's name, company, address, and telephone number.

E. TRAINER QUALIFICATIONS

Each trainer must be qualified to train Class A and/or Class B UST Operators and must document their qualifications to DEQ's satisfaction. Most training providers will need to hold a valid Class A and Class B training certificate. However, DEQ may consider a training provider qualified if that person can demonstrate an in depth understanding of Virginia's Underground Storage Tanks Technical Standards (9VAC25-580) and Petroleum Underground Storage Tank Financial Responsibility Requirements (9VAC25-590) through education and experience directly related to UST technology, UST systems operation and maintenance, and Virginia UST regulations.

F. AT A MINIMUM, THE FOLLOWING INFORMATION SHOULD BE SUBMITTED TO VIRGINIA DEQ FOR UST OPERATOR TRAINING PROGRAM APPROVAL:

1. The training provider's name, company, mailing address, e-mail address, telephone number, facsimile number, and website address (if applicable).
2. The title of the training course.
3. A synopsis of the training program.
4. A copy of the examination questions that will be used to evaluate operators including the answers to the questions. For hands-on applications, please submit a description of the evaluation process or an evaluation form. For on-line applications, Virginia's UST Operator Training Coordinator should be provided access to the on-line training and the examination and the correct examination answers.
5. The name, mailing address, e-mail address, and telephone number for each trainer.
6. Each trainer's Class A and B training certificate or other documentation that describes and demonstrates the trainer's qualifications.
7. An attestation in writing, under signature to DEQ, that the training program is compliant with Virginia's UST Operator Training requirements.
8. If a training program has obtained approval in another state, the training provider must submit documentation of approval from the approving state (reciprocity) and above items 1-3. The other state's Operator Training program must also meet EPA's minimum UST Operator Training Grant Guidelines. Training program approval via reciprocity will not be granted for UST Operator Training programs that have been modified since original approval by the approving state and/or have been modified/tailored to meet Virginia's UST Regulations. Modified training programs will be considered new training programs and will need to be treated as such.

Training Program for approval and inquiries should be addressed to the following:

Alicia Meadows, UST Compliance Coordinator
Virginia Department of Environmental Quality
901 Russell Dr.
Salem, VA 24153
(540)562-6729
Alicia.Meadows@deq.virginia.gov

NOTE: DEQ'S UST COMPLIANCE COORDINATOR MAY RANDOMLY REQUEST TO ATTEND AND EVALUATE TRAINING COURSES FOR APPROVAL AND APPROVAL RETENTION.

All approved general public training programs will be posted on DEQ's Petroleum Programs website located at www.deq.virginia.gov/tanks/.